DRYDEN

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Request for Quote
City of Dryden
Engineering, Design and Geotechnical Investigation

RFQ

Date of Issue: November 24, 2026

RFQ Schedule & Contact

RFQ Schedule & Submission

Release of RFQ	November 24, 2026
Deadline to submit RFQ	December 10th, 2026
Award date	December 17th, 2026
Deadline for complete the work	April 1st, 2027
Project Contact	Jason Boyer, Director of Community Services
Email:	jboyer@dryden.ca

Project Background

The City of Dryden is proposing the development of an eight-court outdoor pickleball facility at Sandy Beach Park, 400 Sandy Beach Road, Dryden, Ontario.

The proposed project will provide a dedicated, multi-court recreational facility to support the growing popularity of pickleball and expand outdoor recreational opportunities for residents and visitors.

The preliminary project footprint is approximately 165 ft × 135 ft. The proposed development will be situated within existing parkland, primarily on undisturbed/virgin park soil. See Appendix C

The City is seeking the services of a qualified engineering and design consultant to undertake the necessary site investigations, geotechnical assessment, engineering, detailed design and preparation of construction documents required to advance the project to tender and construction.

The consultant will be expected to work collaboratively with City staff and incorporate the City's operational requirements, site considerations and project objectives throughout the design process.

Project Objectives

The primary objectives of this assignment are to:

- Develop a functional and sustainable eight-court outdoor pickleball facility.
- Confirm the suitability of the proposed location and preliminary site footprint.
- Complete the necessary geotechnical investigation and assess existing site conditions.
- Develop appropriate grading, drainage and stormwater management solutions.
- Design a durable court surface and supporting granular base suitable for Northwestern Ontario's climate and freeze-thaw conditions.
- Incorporate appropriate fencing, access points and site amenities.
- Preserve existing mature trees and minimize disturbance to surrounding parkland.
- Ensure the facility is accessible and meets applicable accessibility requirements.
- Prepare detailed construction drawings, specifications and tender documentation.
- Provide a construction-ready design that supports competitive procurement and efficient project delivery.

Scope of Services

Site Review and Preliminary Design

The consultant shall:

- Review the proposed project location, preliminary layout and available background information provided by the City.
- Conduct a site visit to assess existing conditions, access, topography, vegetation, surrounding land uses and potential site constraints.
- Confirm the suitability of the proposed approximately 165 ft × 135 ft footprint.
- Review the proposed arrangement of eight pickleball courts, including appropriate court dimensions, playing clearances, separation distances and circulation areas.
- Identify opportunities to minimize site disturbance and preserve existing mature trees and vegetation.
- Review existing access routes and opportunities for pedestrian access.
- Identify any potential conflicts with existing park infrastructure, utilities, recreational uses or snowmobile trail routing.
- Prepare a preliminary site layout for review and approval by the City.

The preliminary design shall identify the proposed court configuration, fencing, access points, grading considerations and other supporting infrastructure.

Geotechnical Investigation and Soil Testing

The consultant shall undertake an appropriate geotechnical investigation to establish the suitability of the existing site conditions for the proposed development.

The investigation shall include, as appropriate:

- Review of available geological and site information.
- Borehole drilling, test pits or other suitable subsurface investigation methods.
- Soil sampling and classification.
- Assessment of existing soil conditions and subgrade suitability.
- Evaluation of groundwater conditions, where encountered.
- Assessment of soil bearing capacity and anticipated settlement.
- Recommendations for excavation, subgrade preparation and stabilization, if required.
- Recommendations for granular base materials, thicknesses and compaction requirements.
- Assessment of frost susceptibility and appropriate design considerations for Northwestern Ontario.
- Recommendations for drainage and management of surface and subsurface water.
- Identification of any unsuitable soils or other subsurface conditions that may affect construction.

The geotechnical investigation should be proportionate to the proposed development and the anticipated construction methods.

The City is not currently anticipating soil contamination or environmental concerns, as the proposed development is located on undisturbed parkland. Environmental or contamination testing is not being specifically requested as part of this assignment unless the consultant identifies a reasonable need based on site observations or investigation findings.

The consultant shall provide a written geotechnical report outlining the investigation, findings and recommendations to inform the detailed engineering and design.

Detailed Engineering and Design

Based on the site review and geotechnical findings, the consultant shall complete the detailed engineering and design of the proposed facility.

The design shall include, but not necessarily be limited to:

Court Layout and Configuration

- Final layout of eight outdoor pickleball courts.
- Confirmation of court dimensions and required playing clearances.
- Court orientation and spacing.
- Identification of pedestrian circulation areas and access points.
- Consideration of player safety and separation between courts.

Site Preparation and Grading

- Site clearing and preparation requirements.
- Excavation and subgrade preparation.
- Grading and elevation plans.
- Identification of cut and fill requirements.
- Granular base design and specifications.
- Compaction requirements and testing specifications.

Court Surface

- Recommended court surface system suitable for outdoor pickleball.
- Asphalt or other appropriate pavement design.
- Surface preparation and finishing requirements.
- Court surfacing and line-marking specifications.
- Consideration of durability, maintenance requirements and seasonal weather conditions.

Drainage and Stormwater Management

- Site grading to ensure positive drainage.
- Surface water management and drainage requirements.

- Identification of any necessary catch basins, swales, culverts or other drainage infrastructure.
- Measures to prevent water accumulation on playing surfaces.
- Consideration of impacts to adjacent parkland and surrounding properties.

Fencing and Access

- Perimeter fencing design and specifications.
- Court separation fencing, where appropriate.
- Gate locations, dimensions and access requirements.
- Fence height, materials and construction details.
- Consideration of fencing to prevent unauthorized access and misuse of the facility.

Accessibility and Site Circulation

- Accessible pedestrian access to the facility.
- Accessible gates and circulation routes.
- Consideration of applicable accessibility requirements and standards.
- Identification of any required supporting site improvements.

Landscaping and Site Restoration

- Identification of trees and vegetation to be retained.
- Measures to minimize impacts to mature trees and root systems.
- Site restoration requirements following construction.
- Identification of any required landscaping or reinstatement of disturbed areas.

No lighting is currently proposed as part of this project. Lighting design and associated electrical servicing are therefore excluded from the base scope of work.

Construction Drawings and Specifications

The consultant shall prepare a complete set of detailed construction drawings and technical specifications suitable for competitive tendering and construction.

The drawing package shall include, as applicable:

- Existing conditions and site plan.
- Proposed site layout and court configuration.
- Site preparation and demolition plan, if required.
- Grading and drainage plans.
- Geotechnical and pavement design details.
- Court surface and line-marking details.
- Fencing and gate details.
- Accessibility and circulation details.
- Landscaping and site restoration requirements.
- Construction details, notes and specifications.

Technical specifications shall identify required materials, construction methods, installation requirements, quality control measures and applicable standards.

The final design package shall be stamped and sealed by the appropriate licensed professional engineer(s), as required.

Cost Estimate and Tender Documentation

The consultant shall prepare:

- A detailed Class A construction cost estimate based on the completed design.
- A breakdown of anticipated construction costs by major work component.
- Technical specifications and construction drawings suitable for inclusion in a tender package.
- A schedule of quantities or pricing schedule to support competitive bidding.
- Identification of potential construction risks, assumptions and contingencies.
- Recommendations for construction sequencing and project implementation.

The consultant shall also provide reasonable assistance to the City in responding to technical questions and clarifications during the tendering process.

Construction Administration (Optional)

The City may request additional professional services during construction. These services should be identified and priced separately from the base scope of work.

Optional services may include:

- Review of contractor submissions and shop drawings.
- Periodic site inspections.
- Review of construction materials and testing results.
- Review of subgrade and granular base preparation.
- Review of asphalt placement and court surfacing.
- Responding to contractor requests for information.
- Review of proposed changes and substitutions.
- Substantial performance and deficiency inspections.
- Final inspection and project closeout.
- Preparation of record drawings, where applicable.

Deliverables

The consultant shall provide the following deliverables:

1. Site assessment and preliminary design.
2. Geotechnical investigation and written soil assessment report.
3. Detailed engineering and design drawings.

4. Grading and drainage plans.
5. Court surface and pavement design specifications.
6. Fencing, access and accessibility details.
7. Technical construction specifications.
8. Detailed construction cost estimate.
9. Tender-ready construction documentation.
10. Electronic copies of all final reports, drawings and specifications in PDF format, with editable CAD files where applicable.

Project Coordination and Meetings

The consultant shall identify a designated project manager who will serve as the primary point of contact for the City.

The assignment shall include:

- An initial project kickoff meeting with City staff.
- Site review and consultation with City staff.
- Presentation of the preliminary design for City review.
- Incorporation of one consolidated round of City comments on the preliminary design.
- Presentation of the final design package.
- Regular progress updates throughout the assignment.

Additional meetings may be arranged as required.

Consultant Qualifications

Interested consultants should demonstrate:

- Experience in municipal recreation and park infrastructure projects.
- Experience designing outdoor sports courts, including pickleball or tennis facilities.
- Experience with geotechnical investigations and pavement design.
- Knowledge of site grading, drainage and stormwater management.
- Familiarity with applicable Ontario building, accessibility and engineering requirements.
- Experience preparing tender-ready construction documents and cost estimates.
- Knowledge of construction considerations in Northwestern Ontario or similarly challenging climatic conditions.

The consultant shall identify all proposed subconsultants and confirm that appropriate professional qualifications and insurance coverage are maintained.

Proposal Requirements

Interested consultants shall provide a proposal that includes:

- Company background and relevant project experience with references (Appendix B).

- Proposed project team and qualifications.
- Understanding of the project and proposed approach.
- Detailed scope of services.
- Project schedule and anticipated completion dates.
- Itemized fee proposal, including applicable disbursements and HST (Appendix A).
- Identification of any assumptions, exclusions or additional services.
- Separate pricing for optional construction administration services (Appendix A).
- The proposal should be no more than 12-pages including the tile page.

The fee proposal should clearly distinguish between the costs associated with preliminary design, geotechnical investigation, detailed engineering, construction documentation and optional construction administration.

Project Schedule

The consultant shall propose a schedule identifying key project milestones, including:

- Project initiation and site review.
- Preliminary design.
- Geotechnical investigation.
- Detailed engineering and design.
- Preparation of construction drawings and specifications.
- Final design submission and tender documentation.
- The City's projected completion date is April 1st, 2027

The City will work with the successful consultant to establish a mutually acceptable project schedule that aligns with funding requirements, procurement timelines and the anticipated construction season.

General Requirements

All work shall be completed in accordance with applicable provincial and municipal regulations, standards and best practices. The consultant shall promptly advise the City of any unforeseen site conditions, design challenges or additional investigations that may affect the project scope, budget or schedule.

No additional services or expenditures outside the approved scope shall be undertaken without prior written authorization from the City of Dryden. The City reserves the right to amend the scope of work as necessary to meet project requirements and available funding.

APPENDIX A

PROPOSAL SUBMISSION FORM

PROPONENT INFORMATION (Please Print)

Company Name:	
Address:	Contact:
City	Phone:
Province:	Fax:
Postal Code:	Email:
H.S.T. Registration Number:	

PRICING

Pricing is in Canadian Dollars. HST is shown as a separate line item. All pricing shall be inclusive of all equipment, materials, labour, permits, fees, licenses and all other related costs necessary to complete all Work successfully as stated within this RFQ.

COST OF MATERIAL	**$**
COST OF LABOUR	**$**
SUBTOTAL	**$**
H.S.T.	**$**
TOTAL	**$**

I/We the undersigned, agree to having examined and read the proposal documents. I/We agree to all of the above stated clauses and by signing this form I/We agree to supply the goods, materials or services for the unit prices stated herein.

Signature of Authorized Company Official

Name of Authorized Company Official Print) (Please Print)

Title (Please

Appendix B

List of References

Respondents must provide a minimum of **three (3) current customer references** that have been provided with a service similar to that proposed herein.

Company Name: .....

Address: .....

Phone No.: .....

Contact Name: .....

Position: .....

Relevant Projects: .....

Date this Project Completed: .....

Company Name: .....

Address: .....

Phone No.: .....

Contact Name: .....

Position: .....

Relevant Projects: .....

Date this Project Completed: .....

Company Name: .....

Address: .....

Phone No.: .....

Contact Name: .....

Position: .....

Relevant Projects: .....

Appendix C

Conceptual Layout



